

ADMINISTRATIVE

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FILE

DD/S 67-4552

01 SEP 1967

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Retirement Counseling Program

1. This memorandum is for information only.
2. [] has made progress in relating basic concepts and major objectives, in identifying essential points of emphasis and early priorities and in weaving into this early conceiving and planning period a balance of timing. The steps taken thus far represent the development of a necessary foundation for the establishment of a strong, effective Retirement Counseling Program.
3. In his first weeks on this effort he has met with each Deputy Director to discuss the purposes of the Program, to ascertain the nature, direction and extent of his desires in the fields of retirement and counseling, and to obtain his interest and support for the Program. The effect of these meetings is remarkable to me in that he has already obtained the designation of one senior officer (GS-15 or above) for one to two years, one other senior officer for approximately one year, and other officers for specific assignments of limited duration from each Deputy Director. This will give Dr. [] eight officers for one to two years, one secretary and up to four other persons on limited details. Of this group five are already at work on the program and by the first of October ten will be at work on various aspects of planning this complex program.
4. In view of the fact that his team is just now getting assembled, I have asked [] to brief you on his efforts and the progress being made on the Retirement Counseling Program at the end of September.

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SIGNED R. L. Bannerman

R. L. Bannerman
Deputy Director
for Support

cc: D/Pers

Draft: []

Final: DD/S:RLB:maq (1 Sep 67)

Distribution:

Orig & 1 - Adse

2 - D/Pers

1 - DD/S

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MORI/CDF
Pages 6-9

Chrono. Subject

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25 August 1967

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I was able to get someone to type this up for me but she forgot to insert the line "This memorandum is for information only" as a first paragraph. Also, I believe the SUBJECT: only needs to read "Retirement Counseling Program".

Thank you for your help.

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P.S. I noted that in Mr. Bannerman's earlier memo he used Dr.

SECRET

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : ~~Progress in Establishing a Retirement~~
Counseling Program

1. [redacted] has made progress in relating basic concepts and major objectives, in identifying essential points of emphasis and early priorities, and in weaving into this early conceiving and planning period a balance of timing. The steps taken thus far represent the development of a necessary foundation for the establishment of a strong, effective Retirement Counseling Program.

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2. In his first weeks on this effort he has met with each Deputy Director to discuss the purposes of the Program, to ascertain the nature, direction and extent of their desires in the fields of retirement and counseling, and to obtain their interest and support for the Program. The effect of these meetings is remarkable to me in that he has already obtained the designation of one senior officer (GS-15 or above) for one to two years, of one other senior officer for approximately one year, and ~~one~~ other officers for specific assignments of limited duration from each Deputy Director. This will give Dr. Addicott eight officers for one to two years, one secretary and up to four other persons on limited details. Of this group five are already at work on the program and by the first of October ten will be at work on various aspects of planning this complex Program.

3. In view of ~~your recent return and~~ the fact that his team is just now getting assembled, I have asked [redacted] to brief you on his efforts and the progress being made on the Retirement Counseling Program ~~by~~ the end of September.

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Robert L. Bannerman
Deputy Director for Support

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Individual Counseling										
Substance	X	X	X	X		X	X		X	X
C S Coordination	X	X	X			X			X	
Resumes								X		
Questionnaires			X			X				
Indoctrination/Con-										
ditioning										
Newsletter	X						X			
Bulletins		X	X			X				
Awards	X	X								
Regular periodic										
contacts	X	X								
Re-education										
Agency courses	X									X
Half time										
Retire with re-										
employment rights										
A&E Processing		X								
Post-Retirement										
Newsletter							X			
Correspondence	X	X								
Emergency availability		X								
CIA type CSC		X								

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